

2014 NYC SUMMER INTERNSHIP PROGRAM

OFFICE OF EMERGENCY MANAGEMENT

165 Cadman Plaza East
Brooklyn, NY 11201

Contact: Kristine Gregorek
Phone: () -
Fax: () -
Email: jobs@oem.nyc.gov

AGENCY DESCRIPTION

Established in 1996, the New York City Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

To accomplish this mission, OEM maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff, to identify and respond to various hazards.

OEM develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

UNIT DESCRIPTION

The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY- EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's response activities in the Emergency Operations Center.

Background on Project:

NYC OEM seeks an intern to assist the Health and Medical Unit with the management and organization of the hospital mapping project, the development of the ESF-8 Shelf Kit, and other ongoing projects. The intern will assist with the development of training and drills for OEM staff and external stakeholders and schedule

meetings at local hospitals, nursing homes, adult care facilities, and other health care facilities. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as assigned.

POSITION TITLE

Health and Medical Intern

INTERNSHIP RESPONSIBILITIES

The intern will work with members of the Health and Medical Unit on the following objectives:

- Assist in hospital mapping program development and execution
- Assist in scheduling and organizing training with external stakeholders
- To generate a GPS program that can be downloaded to GPS unit
- Assist in creating new training materials and blackberry notes
- Working on additional projects to support the Health and Medical Unit

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Strong attention to detail and organization
- Strong writing and verbal communication skills
- Comfortable working with MS Word and Excel
- Ability to work well independently
- Strong level of professionalism
- 15-20 hours a week for one semester
- Background check required
- Intern may attend periodic meetings or trainings offsite; usually via public transit or OEM vehicle

This is an unpaid summer internship.

The 2014 OEM summer internship program is from June 2 – August 15, 2014.

All interns are required to pass a background check.

APPLICATION PROCESS

Please email resume and cover letter to jobs@oem.nyc.gov.

Please indicate position title in the cover letter.

Full background check is required.

Only those applicants under consideration will be contacted.

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

The OEM 2014 Summer Internship Program runs June 2 – August 15, 2014.

For information on NYC OEM, go to www.nyc.gov/oem

To view additional OEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>